

VACANCY ANNOUNCEMENT NUMBER: 01-016

POSITION (Title, Series, Grade): Management Analyst, GS-343-13

SALARY: \$63,211 - \$82,180 ANNUAL

PROMOTION POTENTIAL: GS-13

OPENING DATE: August 31, 2001

CLOSING DATE: September 21, 2001

AREA OF CONSIDERATION: Government-wide. Open to current Federal employees serving under a career or career conditional appointment, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

DUTY LOCATION: Washington, DC

FOR MORE INFORMATION CONTACT: Richard L. Woods at 202-208-8000, extension 1226.

SPECIAL CONDITIONS AFFECTING THIS ANNOUNCEMENT:

Relocation expenses will not be paid. ICTAP eligibles may apply for a special selection priority for this position. To be well-qualified and receive a selection priority for this vacancy, eligible displaced Federal employees must meet or exceed the fully successful level for the Quality Ranking Factors.

MAJOR DUTIES: This position is located in the Office of Information Resources Management. It has been established to provide for the development and maintenance of the agency Information and Records Management Program.

You will serve as the technical authority and advisor to the Director and other OGE staff on managing the development of policy for records management and clearance of all administrative and programmatic forms. You will use qualitative and quantitative skills to develop and propose new and updated policy for implementation and maintenance of a records management program. You will provide advisory services and technical assistance and training to OGE staff. Represent OGE at conferences, reviews, training courses, coordination meetings, and in information briefings with GSA, NARA, GAO, and other federal agencies. Determines the need for OMB approval of forms and secures necessary clearance actions from OMB.

You serve as OGE's expert on records management laws, regulations, and related guidance. Inform management of relevant changes and trends in records management. Assist in the development and improvement of OGE's electronic systems for the purpose of assuring the inclusion of adequate electronic record keeping functionality. Serve as OGE's liaison to the National Archives and Records Administration.

QUALIFICATION REQUIREMENTS:

Applicant must have one year of specialized experience equivalent to the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience is typically in or related to the work of the position described.

EVALUATION CRITERIA: Applicants must include an addendum to their application which specifically addresses their experience and training as it relates to each of the following knowledges, skills, and abilities. Prepare a concise narrative addressing how your experience/education provided you with that KSA.

KNOWLEDGES, SKILLS, AND ABILITIES:

1. Ability to use analytical methods to improve programs and processes through the application of technology.
2. Skill in managing a Federal records management program.
3. Skill in managing a Federal forms management program, including experience in gaining forms clearances from OMB and GSA.
4. Ability to communicate both orally and in writing.

BASIS OF RATING:

Basically qualified applicants may be evaluated further to identify those who are best qualified. This determination will be based on a review of relevant experience, education, training, awards, and letters of commendation to determine the degree to which the applicant possesses the knowledge, skills and abilities contained in the KSA's.

HOW TO APPLY:

1. You may apply using a resume, the Optional Application for Federal Employment (OF-612) or any other application you choose, including an SF-171, Application for Federal Employment. If you choose to use an SF-171, do not answer questions 38-47. Job finalists will be asked to complete an Optional Form 306, Declaration for Federal Employment, to determine their suitability for Federal employment and to authorize a background investigation. If you decide to submit any other format other than the OF-612 or SF-171, the following information must be included:

● **JOB INFORMATION** - Announcement number, title and grade of the position for which you are applying.

● **PERSONAL INFORMATION** - Full name, mailing address (with ZIP Code), day and evening phone numbers (with area code), social security number, and country of citizenship.

● **EDUCATION** - Name, city and State of high school, colleges and universities attended, majors, and type and year of any degrees received.

● **WORK EXPERIENCE** - Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary, and indicate if we may contact your current supervisor.

● **OTHER QUALIFICATIONS** - Job-related training courses (title and year), job-related skills, job-related certificates and licenses, and job-related honors, awards, and special accomplishments.

2. Clearly describe in your application or resume how your work experience, education and/or training meet the **specialized experience** requirement. Providing this information is extremely important as it will be used to determine who are the best qualified candidates among those eligible to compete for the position.

3. Persons applying under ICTAP must submit a copy of their specific Reduction-In-Force (RIF) separation notice or certificate of expected separation, along with official documentation reflecting the promotion potential of their most recent Federal position.

4. Males over the age of 18 born after December 31, 1959, must indicate on their application that they have registered with the Selective Service System (or have an exception) to be eligible for a Federal job.

5. To claim 5-point veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veteran's preference, attach an SF-15, Application for 10-Point Veteran's Preference, plus the proof required by that form.

6. Applicants must submit a copy of their most recent performance appraisal and notification of Personnel Action (SF-50) showing position title, series, and grade.

Send applications to:

U.S. Office of Government Ethics
ATTN: Richard L. Woods
1201 New York Avenue, NW, Suite 500
Washington, DC 20005-3917

Deadline for Applications:

All required documents must be post-marked by closing date of announcement. Federal regulations prohibit consideration of applications received in U.S. Government franked envelopes.

The U.S. Office of Government Ethics is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, handicap, personal favoritism or any other non-merit factor.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.